

Training 1-3: K4 Parental Outreach Activities




Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. § 119.23 and 118.60, as well as Wis. Admin. Codes PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss K4 Parental Outreach activities.

4-Year Old Kindergarten FTE

- Four year-old kindergarten (K4) pupils are generally counted as 0.5 FTE.
- If the school provides an additional 87.5 hours of Parental Outreach activities for the parents of K4 pupils, the school may count the pupils as 0.6 FTE.



Pupils in four year-old kindergarten, or K4, are generally counted as 0.5 full-time equivalent, or FTE. The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides Parental Outreach for the parents of the K4 students. The school is required to identify if it plans on providing an additional 87.5 hours of K4 Parental Outreach activities on the Intent to Participate (ITP). The ITP is the annual form schools must complete to participate in the Choice programs.

K4 Parental Outreach General Requirements

- The activities must be available to all K4 parents.
- At least one K4 parent must attend the event/complete the activity in order for the school to include the outreach activity in their total hours.
- The activities must be above and beyond the activities offered to all grades at the school.

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K4 Parental Outreach activities must be available to all K4 parents. Specific assistance or discipline provided for a particular student is not K4 outreach. The school must ensure that all K4 parents are aware of the activity and have the opportunity to participate in the activity. Then, in order to count the activity, at least one parent must actually attend it.

Additionally, K4 Parental Outreach activities must be above and beyond the activities offered to other grades. For example, if the school does parent teacher conferences for all grades before the school year starts, the conferences do not count as K4 Parental Outreach.

K4 Parental Outreach General Requirements (cont)

- The activities must have an educational component for the parent and the focus must be on assisting the parent in their role as a K4 parent.
- The activities must be provided separate from direct instructional hours.
- Volunteer and fundraising are not allowed K4 outreach activities.

The purpose of the K4 Parental Outreach activity must be to provide assistance for the parent in their role as a parent. Activities for parents that are not related to their parental role are not eligible K4 Parental Outreach activities.

The K4 Parental Outreach activities cannot be provided during the direct instructional hours. Further, volunteering and fundraising are not allowed activities. This is because these activities are not focused on the parent in their role as a parent. A school could, however, incorporate an educational component into a volunteering event by having a parent chaperone come half an hour before a day of a field trip and assist the parent in understanding how to encourage participation during the field trip and how to have positive interactions with the pupils. The half hour before the field trip would then be a K4 Parental Outreach activity.

K4 Parental Outreach General Requirements (cont)

- The school must maintain a log that should include the name of the activity, the date, the name of the teacher/staff person who facilitated the activity, and the names and signatures of the parents who participated in the activity.
- The total of all allowable activities must be at least 87.5 hours. The hours are determined based on the amount of K4 Parental Outreach time provided to one parent.
- See the K4 Parental Outreach Bulletin available online for additional information.

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In order to include a K4 Parental Outreach activity as an eligible activity, the school must maintain a log that includes the name of the activity, the date, the name of the teacher or staff person who facilitated the activity, and the name and signatures of the parents who participated in the activity. The log for an activity such as a take home book bag could be completed by having any parent who completes the activity sign a sheet included in the bag.

The total of allowable K4 Parental Outreach activities must be at least 87.5 hours. The amount of K4 Parental Outreach hours for an activity is based on the time it takes for one parent to complete the activity. It does not include teacher or staff preparation time.

See the K4 Parental Outreach Bulletin available on the Bulletins webpage at <https://dpi.wi.gov/sms/choice-programs/bulletins> for additional information on the requirements.

K4 Parental Outreach - Examples of Acceptable Activities

- Home Visits
- Parent teacher conferences
- Orientation into and out of kindergarten
- Parent education classes
- Newsletters
- Take home activity bags

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Examples of acceptable K4 Parental Outreach activities include home visits, parent teacher conferences, or orientation into or out of kindergarten. Parent teacher conferences and home visits must include an educational component in order to be an acceptable K4 Parental Outreach activity. An example of an educational component would be the teacher assisting the parent in understanding the K4 program and his/her role in the education of their child.

Another acceptable K4 Parental Outreach activity is parent education classes. An example is a class which teaches parents how to discipline their child. Remember, meeting with a specific parent to discuss his/her child's behavior and discipline thereof is not a permissible K4 Parental Outreach activity.

The school could also have K4 newsletters. The newsletter must include information that assists the parent in his/her role as a parent, such as information on helping the parent interact and build a relationship with his/her child or giving the parent information that will assist him/her in creating a positive learning environment at home.

An acceptable K4 Parental Outreach activity would also be take home activity bags.

This bag could explain how the parent could read to his/her child and how the parent could help his/her child identify letters and words in the book.

K4 Parental Outreach Activities - Common Pitfalls

- The hours are based on the number of hours provided to one parent, not the amount of time spent by the teacher
- If the school provides a training that 20 parents go to for an hour, it is worth 1 hour not 20 hours
- The school may not include activities that are offered to all classes
- If the teacher has meetings for an issue, it is not K4 Parental Outreach
- Activities during direct instruction hours are not eligible K4 Parental Outreach
- The activities must be for the benefit of the parent and have an educational component for the parent in their role as a parent

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This slide describes some common K4 Parental Outreach pitfalls.

Remember, the K4 Parental Outreach time is based on the number of hours provided to one (1) parent, not the amount of time spent by the teacher. So, a teacher's preparation time and travel time cannot be included. Further, if the school provides a training that twenty (20) parents go to for an hour, it is worth one (1) hour not twenty (20) hours.

The school cannot include activities offered to all classes as K4 Parental Outreach. K4 Parental Outreach activities must be above and beyond the activities provided to all grades.

Another common pitfall that confuses schools is that if the teacher has a meeting for a specific pupil issue, it is not a K4 Parental Outreach activity. K4 Parental Outreach activities must be activities that are provided to all K4 parents and all K4 parents must have the opportunity to attend or to participate in the activity.

Activities that occur during direct instructional hours are not eligible K4 Parental Outreach activities. K4 Parental Outreach activities must be outside of the school's

direct instructional hours.

Finally, as a reminder, the K4 Parental Outreach activities must be for the benefit of the parent and have an educational component for the parent in their role as a parent. For example, if the school provided a GED preparation course for the K4 parents, this could not be included as K4 Parental Outreach. The reason for this is that, while important, obtaining a GED is not related to the parent's role as a K4 parent.

Knowledge Check #1-How many hours are eligible for K4 Parental Outreach for each activity below?

Description	K4 Parental Outreach time
1 hour parent-teacher conferences provided to all grades at the school (50 conferences held).	
Take home activity bag that teaches the parents how to help their child to read. Took the teacher 1 hour to prepare and 10 families read it for approximately 15 minutes each.	
5 parents volunteer for 1 hour at the school.	

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The next two slides have different activities. Review these activities and determine the amount of time that would be eligible K4 Parental Outreach. Then, go to the next slides for the answers and information on how the amount of eligible K4 Parental Outreach was calculated.

Knowledge Check #2-How many hours are eligible for K4 Parental Outreach for each activity below?

Description	K4 Parental Outreach time
The teacher spends 20 hours with Johnny's family to help Johnny improve in the classroom.	
Newsletter(s) describing what is happening in the school, tips, upcoming events, etc. The teacher prepares it for 4 hours, 6 times a year. 10 parents take 10 minutes to read it each time.	
Parenting class on how to discipline your child that the teacher spends 2 hours preparing for. 3 parents show up for the 1 hour class.	

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Review these activities and determine the amount of time that would be eligible K4 Parental Outreach. Then, go to the next slides for the answers and information on how the amount of eligible K4 Parental Outreach was calculated.

Knowledge Check #1 Answers-How many hours are eligible for K4 Parental Outreach for each activity below?

Description	K4 Parental Outreach time
1 hour parent-teacher conferences provided to all grades at the school (50 conferences held).	0
Take home activity bag that teaches the parents how to help their child to read. Took the teacher 1 hour to prepare and 10 K4 families read it for approximately 15 minutes each.	15 minutes
5 parents volunteer for 1 hour at the school.	0

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The parent teacher conferences are not an eligible K4 Parental Outreach activity because they are being provided to all grades at the school. As a result, none of the time is eligible for K4 Parental Outreach.

In order for a school to include take home activity bags as a K4 Parental Outreach activity, the activity must be available to all K4 parents. The school should do something such as send home a letter to the K4 parents indicating the packets that are available. The activity would have to be a structured activity with specific items to go through, instructions for the parent, a way to log what parents complete the activity, and only the anticipated time for the parent to complete the activity could be included. The school must ensure that the parents who do the activity complete a log indicating their participation in order for the hours to be counted. The amount of time that can be included as K4 Parental Outreach time for the activity is 15 minutes. Teacher preparation time is not included in the K4 Parental Outreach time. Additionally, the amount of time is not multiplied by the number of K4 parents who participate. The amount of time is the amount of time provided to one K4 parent.

The last example on this slide is also not an eligible K4 Parental Outreach activity. The reason for this is because volunteer time is one of the specifically excluded items for K4

Parental Outreach.

Knowledge Check #2 Answers-How many hours are eligible for K4 Parental Outreach for each activity below?

Description	K4 Parental Outreach time
The teacher spends 20 hours with Johnny's family to help Johnny improve in the classroom.	0
K4 Newsletter(s) describing what is happening in the school, tips, upcoming events, etc. The teacher prepares it for 4 hours, 6 times a year. 10 parents take 10 minutes to read it each time.	1 hour
Parenting class provided to K4 parents on how to discipline your child that the teacher spends 2 hours preparing for. 3 parents show up for the 1 hour class.	1 hour

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The time spent helping Johnny improve in the classroom is not an eligible K4 Parental Outreach activity. K4 Parental Outreach activities must be available for all of the K4 parents in the classroom and not be specific assistance provided to one student.

The K4 newsletter is an eligible K4 parental outreach activity if it includes information that assists the parent in their role as a parent. Examples of this type of information would include parenting information, information on how to interact and build a relationship with their child, or giving the parent information that will assist them in educating their child. The school must ensure that the parents who read the newsletter complete a log indicating their participation in order for the hours to be counted. The amount of time that can be included for the K4 newsletter is 1 hour. This is calculated as the 10 minutes that it takes one parent to get through each newsletter times 6 newsletters in a year. Again, the amount of time it takes for the teacher to prepare the newsletter is not included as K4 Parental Outreach time.

Finally, a parenting class on how to discipline your child could be an eligible K4 Parental Outreach activity. The K4 Parental Outreach time is the amount of time it takes one parent to do the class, which is one hour in this case. Again, the preparation time is not eligible and the amount of time for the class cannot be multiplied by the number of

parents that participated in the activity.

Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



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If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.